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Financial Reporting and the Supplemental AFR

Sheriff Bookkeeper Training

November 2021

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Financial Reporting

County and Office Specific



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Annual Financial Report (AFR)

- IC 5-11-1-4(a): “The state examiner shall require from every audited entity financial reports covering the full period of each fiscal year. These reports shall be prepared, verified, and filed with the state examiner not later than sixty (60) days after the close of each fiscal year. The reports must be in the form and content prescribed by the state examiner and filed electronically in the manner prescribed under IC 5-14-3-8.7”



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Funds Ledger – County Auditor

- The Funds ledger has all the funds of the county
 - General Fund
 - Special Revenue Funds
 - Fiduciary Funds (Pension Trust)
- However, if there are funds maintained outside of the treasury, those funds must be added to the annual financial report for the report to be complete.
 - Treasurer
 - Clerk
 - Sheriff



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County Funds – Sheriff/Jail

- Special Revenue Funds
 - Accident Report *
 - LIT Public Safety
 - Extradition and Sheriff's Assistance
 - Prisoner Reimbursement for Incarceration
 - Firearms Training
 - Medical Care of Inmates
 - Misdemeanant
 - Sex and Violent Offender Administration
 - Vehicle Inspection



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Budgets

- IC 36-2-5
- Budget adopted by the county council (fiscal body)
- Appropriation and Fund Balances
- Additional appropriations (IC 36-2-5-12)

- Department of Local Government Finance (DLGF) administers this process and gives final approval of the budget to county councils



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Other Administration

- **County Executive**
 - Board of County Commissioners
 - Contracts
 - Purchasing Agency
 - Approval of claims
- **Fiscal Officer**
 - County Auditor
 - Audit Claims
 - Issue Warrants
 - Process payroll
 - Report of collections (deposit with County Treasurer)



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Audit of Claims

- **County Auditor's office will audit claims before payment**
 - Complete
 - Invoice Attached
 - Mathematically correct/accurate
 - Proper Approval
 - Sufficient Appropriation, if needed
 - Sufficient cash balance
- Payroll claims must also be complete, accurate and approved by appropriate personnel within the department.



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Sheriff Pension Funding

- Appropriations
- Employee Contributions
- Service of Process Fees
 - IC 33-37-5-15
 - Fee: \$28 per case in-state (County Clerk collects and retains \$1)
 - Remainder transferred to Auditor to deposit to pension trust
- Claims for Service
 - IC 33-37-7-11
 - Fee: \$13 – Sheriff submits a verified claim to the county council to be paid from the county's share of court costs



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Federal and State Grant Monies

- Remit to the County Auditor
 - Grant agreement/Application
 - Award Notification
- Establish a separate fund on the county funds ledger
- Reimbursement grants must have timely requests for reimbursements



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Sheriff Funds- Not on County funds ledger

- Commissary Funds
 - Community Correction Commissary
- Inmate Trust Funds
- Juvenile Trust Funds
- Drug Buy/Confidential Informant Funds



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Financial Transactions

- Posting Ledgers
 - Commissary, Inmate Trust
- Reconciling control and detail ledgers
 - Inmate Trust
- Reconciling ledgers to bank statements
 - Commissary
 - Inmate Trust



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Annual Financial Report

- Auditor uploads onto Gateway the Counties Funds Ledger
 - Beginning Balance, Receipts, Disbursements and Ending Balance
- Auditor will manually add the funds for the supplemental funds
 - Beginning Balance, Receipts, Disbursements and Ending Balances
- The Supplemental Annual Financial Report is the responsibility of the official that completes and certifies the form
- The information on the Supplemental Annual Financial Report should tie to the financial records of the office



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Location of Template

- www.in.gov/sboa
- Navigate to Counties page under Political Subdivisions
- Scroll down to the section “Gateway”
- Expand the menu for Annual Financial Report
- Click on link for Supplemental Annual Report



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Supplemental Annual Financial Report

RETURN THE COMPLETED FORM TO THE OFFICIAL OF THE GOVERNMENTAL UNIT BY JANUARY 20TH.

Name of Governmental Unit: _____ Contact Person: _____

Office Name: _____ Phone Number: _____

Year: _____ E-mail Address: _____

List all accounts/funds managed by this office

Fund Name	Beg. Investment Balance	Ending Investment Balance	Beginning Cash Balance	Other Receipts	Other Disbursements	Ending Cash Balance	New Fund

Certification: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief.

Signature of Dept Official: _____ Title: _____

Printed Name of Dept Official: _____ Date Signed: _____



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Supplemental Annual Report Instructions

- Part I – Contact Information
- Part II – Fund Name: Identify the fund
 - Commissary Fund
 - Inmate Trust Fund
- Part III – Beginning Investment Balance: Show the investment, if any at the beginning of the year
- Part IV – Ending Investment Balance: Show the investment, if any at the end of the year
 - Note if an investment is cashed in, this becomes part of the cash transaction



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Supplemental Annual Financial Report

- Part V – Beginning Cash Balance: this balance should agree with prior year report
- Part VI – Receipts: This the total receipts to the fund for the year.
- Part VII – Disbursements – This is the total disbursements from the fund for the year
- Part VII – Ending Balance-This amount should agree to the total on your cash book or ledger for December 31
- Part X – Certification



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RETURN THE COMPLETED FORM TO THE OFFICIAL OF THE GOVERNMENTAL UNIT BY JANUARY 20TH.

Name of Governmental Unit: Pleasant County Contact Person: I. Phil Didout

Office Name: Sheriff Phone Number: (317) 657-5309

Year: 2020 E-mail Address: JP@pleasantcounty.in.gov

List all accounts/funds managed by this office

Fund Name	Beg. Investment Balance	Ending Investment Balance	Beginning Cash Balance	Other Receipts	Other Disbursements	Ending Cash Balance	New Fund
Commissary Fund			32,420	425,025	409,250	48,195	
Inmate Trust Fund			13,585	380,715	365,425	28,875	

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Beginning Balances

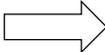
- Look for files in your office for 2019 AFR; OR
- Look at the Prior AFR on Gateway <https://gateway.ifionline.org/>
- Choose Annual Financial Report
- Cash and Investment Report for your county
 - Supplemental funds are usually at the very beginning of the report.
 - Look for Clerk's Trust and possible ISETS/Child Support
 - Look at the ending balances and compare to your beginning balance



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Local Fund Number	Local Fund Name	Beg Cash & Inv Bal Jan 1, 2019	Receipts	Disbursement	End Cash & Inv Bal Dec 31, 2019
0	Clerk of the Circuit Court	\$259,080.27	\$2,515,710.83	\$2,511,465.13	\$263,325.97
00	Inmate Trust Fund 2	\$20,238.00	\$399,775.61	\$369,633.90	\$50,379.71
000	Sheriff's Commissary 2	\$28,301.00	\$411,329.27	\$407,209.39	\$32,420.88
0000	County Home Residents	\$13,564.00	\$367,355.39	\$367,334.06	\$13,585.33
000000	Treasurer	\$836,309.43	\$946,820.89	\$836,309.43	\$946,820.89
1000	County General	\$4,141,376.84	\$13,222,214.66	\$12,510,897.61	\$4,852,693.89



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Receipts and Disbursements

- This information comes from your financial records
- Your software probably has a report you can run to obtain this information.
 - Commissary Ledger and Inmate Trust Ledger
- Do not use the bank statements to prepare the Supplemental AFR.
- The ending balance should reconcile to your December bank statement.



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Review and Approval

- Review your report for accuracy
 - Trace beginning balance to prior report
 - Trace receipts and disbursements to financial report or ledger
 - Trace ending balance to bank reconciliation for December
 - Document your review and approval of the report and retain that copy for your records.
 - Send a copy to your County Auditor



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Issues with the Supplemental Report

- Ending balance from the prior report is not correct.
 - Complete the supplemental report for 2020 with the correct balance document the reason the beginning balance does not tie to prior report
- Funds are not correct on the prior report
 - Complete the supplemental report for 2020 with the correct funds and balances.
 - Check prior audit report to see if corrections were made to funds
- Ledger is not reconciled to bank and investment statements
 - Complete reconciliation as accurately as possible, contact Ricci or Lori for advice on Supplemental AFR.



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QUESTIONS



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